

2016-2019 SOCIAL SERVICE GRANT PROGRAM REQUEST FOR PROPOSAL SUMMARY

Para información en español, por favor llame a Leticia Leyva a (510) 574-2072.
若您需要中文的訊息, 請撥510-574-2077與翁于喆聯絡. 謝謝.

The City of Fremont will award approximately \$506,000 in Social Service grant funds each fiscal year to non-profit organizations in FY 2016-2019 (July 1, 2016 – June 30, 2019). The grants are awarded on a three-year funding cycle. Agencies funded through this Request for Proposals (RFP) process will receive funding for FY 2016-2017. These agencies will also receive funding in FY 2017-2018 and FY 2018-2019, pending availability of funds, satisfactory mid-year evaluations, Senior Citizen Commission or Human Relations Commission recommendations and City Council approval.

The City of Fremont supports social services designed to foster the independence of service recipients/clients and prevent the need for services in the future, while also supporting those organizations that assist persons in crisis and those who lack the basic necessities of life. This support is reflected in the Scope of Services matrix below. Each category represents a service the City has recognized as a priority for funding.

Crises Intervention Services	Basic Needs Services	Strengthening Services
Services that help people who are in crises and in immediate risk of losing their independence.	Services that help people with the fewest resources and who are most in need.	Services that are designed to foster independence and/or prevent people from needing services in the future.
Service Examples: Counseling, family mental health, domestic violence, sexual assault, youth criminal justice	Service Examples: Food, housing, emergency health care	Service Examples: Health monitoring, child care, citizenship assistance, job training, legal assistance, transportation

Note: The service types shown under each category are only examples and are not exclusive or limiting.

SECTION 1: FUND CATEGORIES AND CRITERIA

A. Human Service Grant Category

The Human Relations Commission (HRC) is a City Council-appointed advisory body that is charged with promoting the creation of a community environment in which all men, women and children, regardless of race, religion, national origin, sex or disability, may live, learn, work and play in harmony and community.

One facet of the HRC's role is to encourage coordination of, and be an advocate for, human services, and work to improve the quality and availability of those services. It is the Commission's responsibility to review and recommend grant funding of Human Service Grant proposals to the Fremont City Council.

Target Population

Human Service grants are targeted to children, youth, and adults who may benefit from services offered. Examples of Human Service grants include but are not limited to childcare; education and training; programs for homeless and hungry; programs for persons with disabilities; and programs for abused children and adults.

Criteria

For FY 16-19, the HRC has determined that the following criteria will be used to evaluate funding proposals:

1. The agency program will produce outcomes that meet a priority community need
2. The agency demonstrates effective service and management capability
3. The agency or parent organization demonstrates good fiscal strength
4. The agency successfully leverages City funding to bring funding to Fremont
5. The agency or program has a substantial presence in the Fremont community
6. The agency has local support and community ownership
7. Agency collaborates with the City and other social service agencies to improve service delivery

B. Senior Service Grant Category

The Senior Citizens Commission (SCC) is a City Council-appointed advisory body charged with promoting the creation of a social environment in which all senior citizens can live independent, healthful and productive lives. It is the SCC's responsibility to review and recommend grant funding for Senior Service Grant proposals to the Fremont City Council.

Target Population

Senior Service grants are targeted to persons 55 years and older who may benefit from the services. Examples of Senior Services include but are not limited to meal delivery to homebound seniors; respite and day care services; and health services.

Criteria

For FY 16-19, the SCC has determined that following criteria will be used to evaluate funding proposals:

1. The agency program will produce outcomes that promote or maintain senior independence
2. The agency demonstrates effective service and management capability
3. The agency or parent organization demonstrates good fiscal strength
4. The agency successfully leverages City funding to bring funding to Fremont
5. The agency or program has a substantial presence in the Fremont community
6. The agency has local support and community ownership
7. Agency collaborates with the City and other social service agencies to improve service delivery

SECTION 2: GRANT PROVISIONS

A. Grant Award Amounts

Staff estimates that approximately \$506,000 in Social Service funds will be available in FY 16-17. Monies are made available from the City's General Fund and Community Development Block Grant (CDBG) funds from the Department of Housing and Urban Development (HUD). Approximately \$435,000 will be available for Human Service Grants and approximately \$71,000 will be available for Senior Service Grants. Because

of the uncertainty in Federal, State and City budgets, these estimates may change. The minimum grant amount that agencies may apply for is \$10,000. Grant awards for FY 15-16 Human Services grants ranged from \$10,603 to \$125,000 with an average award of approximately \$29,418. Grant awards for FY 15-16 Senior Service grants ranged from \$14,139 to \$24,805 with an average award of approximately \$17,501.

Applicants may apply for **one** grant to the Human Relations Commission and for **one** grant to the Senior Citizens Commission.

B. Applicant Eligibility

Grants will be awarded to public entities such as a county department, organizations that qualify for tax exemption under Section 501(c)(3) of the Internal Revenue Code *or* to secular service programs or ministries that are covered by the insurance of a tax exempt non-profit religious organization.

C. Shelter Requirements

Jurisdictions throughout Alameda County have adopted the Continuum of Care Health, Safety and Accessibility Standards for Shelters, and since July 1, 2001, have undertaken a plan to implement these standards. Shelter providers who are approved for funding under this RFP will be required to comply with the countywide implementation plan. All shelter providers are strongly encouraged to apply for CDBG funding to address any deficiencies their facility may have in complying with Health & Safety Standards.

Shelters will also be required to participate in the County-wide Homeless Management Information System (HMIS) that is being developed by the Continuum of Care Council.

D. Audit and Internal Control Questionnaire Requirement

Agencies that receive City funds totaling \$25,000 must submit an audit to the City on a yearly basis. IRS rules also require any agency receiving more than \$300,000 in Federal funds from any combination of sources to submit to special audit requirements. If additional expenses are incurred related to audit requirements, the contractor may charge some or all of those expenses to the grant. Agencies that receive less than \$25,000 in funding from the City of Fremont are required to submit an Internal Control Questionnaire detailing agency financial accountability systems on a yearly basis. In cases where an agency receives less than \$25,000 in City funding, but must submit to audit requirements from another funding source, an audit will be accepted in place of the Internal Control Questionnaire.

E. Insurance Requirement

Funded agencies must submit current Certificates of General Liability Insurance (\$2,000,000 single limit) with the City of Fremont named as an additional insured. Agencies must also submit automobile insurance (single limit of \$1,000,000) and current Worker's Compensation insurance. Agencies providing professional legal or counseling services as part of their service delivery must also submit proof of Professional Liability Insurance.

F. Reporting Requirements

The successful agency will be required to submit monthly or quarterly client and service information including:

1. Number of clients served
2. Detailed client racial and ethnic information
3. Detailed client household income information based on HUD income levels of 30%, 50% and 80% Annual Median Income.
4. Client female head of household information

G. Contract Dates

Subject to City Council approval, contracts will be funded beginning July 1, 2016, and ending June 30, 2017. Contract extensions for each of the two subsequent years may be authorized by the City Council, based on satisfactory performance and fund availability.

H. Contract Monitoring and Evaluation

Fully executed contracts will be monitored by the City of Fremont to ensure compliance. Funded agencies will be required to submit fiscal and program reports, along with minutes of agency board meetings.

SECTION 3. RFP AVAILABILITY AND SELECTION PROCESS

A. RFP Availability

Request for Proposal materials will be available on ZoomGrants at <http://www.fremont.gov/255/City-Funded-Grants> starting Friday, December 4th, 2015.

While the City will make every reasonable effort to inform the community of this RFP, the City assumes no responsibility for failure to inform all interested parties of its availability. The City reserves the right to reject non-responsive proposals. This RFP is a solicitation of proposals only; no offer of contract is implied. Costs incurred by respondent in the preparation and completion of this RFP are not the City's responsibility, and may not be reimbursed through grant funds.

B. Social Service Grant Orientation

On December 9, 2015, the City of Fremont will hold an Orientation for all agencies and interested parties. City Staff review the RFP, the proposal timeline, criteria used to evaluate proposals and answer questions. Please RSVP for the Orientation by Monday, December 7, 2015 to Shanti Jeyakumar at sjeyakumar@fremont.gov

Date: Wednesday, December 9, 2015
Time: 6:00PM – 7:00PM
Place: Fremont City Hall - Training Room
3300 Capitol Avenue, Building B
Fremont, CA 94538

C. Proposal Submission

- 1. Agencies should submit the pre-application via <http://www.fremont.gov/255/City-Funded-Grants> by Thursday, January 14, 2016 (5PM PST).*
- 2. Agencies must submit completed proposals via <http://www.fremont.gov/255/City-Funded-Grants> by Thursday, January 21, 2016 (5:00PM PST). Proposals must include complete and accurate responses to all sections. No changes or additions will be accepted after the submission deadline. No faxes or emails will be accepted.*

D. Proposal Review

Either the Human Relations Commission or the Senior Citizen Commission will review proposals in February and March 2016, depending on target population. After review of the proposals, Commissioners and Staff may develop questions for the applicant. Agencies will receive questions by Wednesday, February 17, 2016. The City of Fremont must receive responses to questions via <http://www.fremont.gov/255/City-Funded-Grants> by Wednesday, February 24, 2016. Responses to questions will be evaluated as part of the selection process.

E. Proposal Interviews

Interviews are tentatively scheduled for the first and second weeks of March 2016. Applicants will be scheduled for an interview to be conducted by one of the Commissions. Interviews are limited to author(s) of the proposal, with no more than **three** people from the applicant agency participating.

F. Commission Recommendations

Each Commissioner will independently evaluate and score the proposal using the attached rating criteria. Rating scores are guidelines for use by Commissioners. They will not, on their own, determine which agencies the Commissions will recommend for funding to the City Council. The appropriate Commission will also consider the breadth and diversity of services that will be provided by the entire group of recommended projects.

- ***The Human Relations Commission is scheduled to finalize its recommendations on Monday, March 21, 2016.***
- ***The Senior Commission is scheduled to finalize its recommendations on Friday, March 18, 2016.***

G. City Council Funding Decision

The City Council is scheduled to review these recommendations and make its final funding decisions in April 2016.